

FOCUS

Volume 2

March 1996

FIMS Advisory Committee Workshop

The Facilities Information Management System (FIMS) Advisory Committee (FAC) continually focuses on system enhancements. On November 28-30, 1995, a FAC workshop was held in Clearwater, Florida. Donna Post, DOE Albuquerque Operations Office (AL) and Jeff Conway, Lockheed Martin Marietta, Pinellas Plant were hosts of the workshop and Charlie Brown, III, Mason and Hanger, Pantex Plant, was the FAC chairperson. The workshop was a rousing success!

The three team leaders of the subcommittees (Newsletter and Marketing, Training and User's Manual, and Policy and Procedures) reported the status of their team's efforts. Donna Post, DOE-AL, informed the group about the positive feedback received from the first newsletter (June 1995). Due to funding problems, HQ limited the distribution; however, many individuals received copies through internal distribution.



A draft FIMS brochure was provided to HQ and is awaiting FM's approval. Storyboards are being prepared for the FIMS video and distribution is expected in early FY 1996. Pat Gerling, Lawrence Livermore National Laboratory, reported that HQ plans to revise the Training Manual in January 1996. Gloria Baldwin, DOE Chicago Operations Office, provided copies of the draft FIMS Policy and Procedures Manual. She discussed each section of the manual with the members and requested for written comments. The final manual will be distributed in early FY 1996.

Gene Gilstrap, Jim Hill, Mike Blake, Mark Gordy, and Gayle Smith from HQ lead the discussions. Some of the topics included Life-Cycle Asset Management (LCAM) order, population of new data elements, security access levels, trailers (real vs. personal),

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standard reports review, system classification (hazardous materials), needs for data archival, reclassification of usage codes, training, and technical issues and solutions. Many action items resulted from this workshop. Gene Gilstrap addressed the FAC issues at the Facilities Data Development Committee meeting in December 1995.

The FAC members had the opportunity to voice their concerns and share their knowledge and experiences with others. They returned to their offices with valuable information on FIMS. The next FAC workshop will be announced in 1996. The location will be determined by the FAC chairperson. Monthly conference calls will continue on the second Tuesday of the month at 11:00 a.m., EST.

A tour of the DOE Pinellas Plant was provided to the FAC members on November 30, 1995. The highlights included touring the DOE subsidized "Service Centers" that Lockheed Martin established as part of the economic development activities in their facilities transition program. These Service Centers are for Computer Based Training, Materials and Failure Analysis, Precision Machining Technologies, and Quality Computer Aided Engineering Design and Analysis. The goal of these Service Centers is to develop enough business to become self sustaining. The FAC members were very impressed with the staffs and activities at this site.



Computer Based Tutorial

As a reminder, the Facilities Information Management System (FIMS) provides a Computer Based Tutorial (CBT) that offers existing users a refresher or new users an overview of the system. It takes about 40 minutes to review the entire CBT or you can select specific topics to review that range in length from 5 to 15 minutes. The CBT can be accessed from the FIMS group window or from the Help menu within FIMS.

Kudos to FAC

In January 1995, Charlie Brown was nominated as the first Facilities Information Management System Advisory Committee (FAC) chairperson. He served in this position for one year to coordinate communications between the FAC and the Facilities Data Development Committee, coordinate a FAC workshop, and address various issues with the Headquarters FIMS Administrator and others. Charlie's dealings with physical as-

sets began long before the establishment of the FAC. In November 1982, he was involved in the first real property meetings in Albuquerque, New Mexico. The original facilities data in the Real Property Inventory System (RPIS) was taken from the Strategic Information Utilization System (SIUS) available at each site. At that time, all entries into RPIS were completed in batch mode overnight. System users had to wait until the next day to check for errors. Charlie has worked for Mason and Hanger at the Pantex



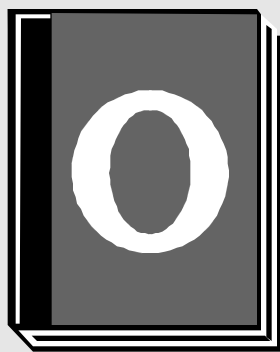
Charlie Brown, 1995
FAC chairperson

Plant for 25 years and has been involved with real property for 15 years. Charlie also manages the plant drafting department which is responsible for all facility drafting at Pantex. The Pantex Plant consists of approximately 632 buildings and 3.2 million square feet of net useable area.

In November 1995, Paula Peterson, Idaho National Engineering Laboratory, was elected as the new FAC chairperson for 1996.



Paula Peterson, 1996
FAC chairperson



Oakland Operations Office Online

The Facilities Information Management System (FIMS) is implemented at the Oakland Operations Office (OAK). The following OAK sites are using FIMS: Lawrence Berkeley National Laboratory, Lawrence Livermore National Laboratory, Energy Technology Engineering Center (ETEC), and Stanford Linear Accelerator Center. All sites are very pleased with the new system since it is much

friendlier to use than the previous system, Real Property Inventory System (RPIS).

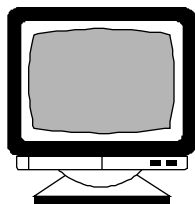
Currently, OAK is involved in the shutdown process of ETEC; FIMS enables them to quickly look at all owned and leased real property for this site. By using FIMS for obtaining the required information, OAK accounts for these physical assets.

The Engineering and Facilities Management Division, OAK, provided an overview of the system to others and received favorable comments on the reporting aspect of FIMS. The reports generation is easy to use for both standard and customized reports.

Sophie McDonald is the Field Office System Administrator at OAK. She is an active member of the FIMS Advisory Committee. If you have any questions, please contact her at (510) 637-1691.

FIMS Interface Plans at LLNL

"The Facilities Information Management System (FIMS) is alive and well at Lawrence Livermore National Laboratory (LLNL)," says Pat Gerling, FIMS Administrator, LLNL. Since July 1995, LLNL has been using FIMS as the physical assets database for DOE. Pat is an active member of the FIMS Advisory Committee (FAC). As the team leader for a FAC subcommittee, she is responsible for reviewing and updating the FIMS User's Manual and providing recommendations on FIMS Training.



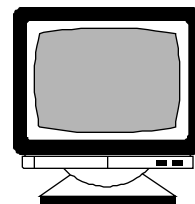
The data conversion and migration from the Real Property Inventory System (RPIS) to FIMS was accomplished in a timely fashion. After a few corrections, LLNL was able to verify the accuracy and completeness of the data that was trans-

ferred into FIMS. Since much time is spent assuring the data is accurate and complete, LLNL was pleased to discover that the migration had been successful. Many thanks go to the entire FIMS team for their efforts and assistance in the transition from RPIS to FIMS.

At LLNL, FIMS is used in conjunction with the local facility database, Facility Information Tracking System (FITS). The FITS database contains more detail about their site and facilities. The FIMS and FITS data provides management with the tools they need to better utilize existing facilities and plan for their future needs. In addition, other LLNL organizations use information from these systems including maintenance and operations, finance, hazards control, plant engineering, security, and the director's office. The LLNL plans to utilize the FIMS newsletter, brochure, and video to publicize the FIMS database and promote its use. Presentations

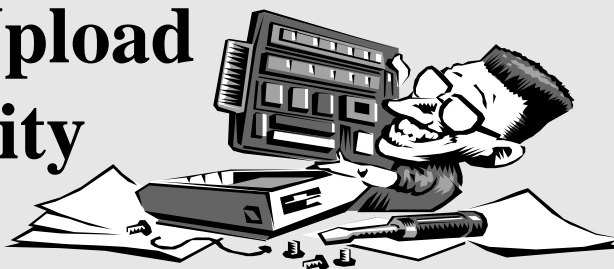
have been given to department managers, facility managers and building coordinators with more planned in the future when the video becomes available.

As with any database, changes or enhancements are a result of user experience with the new system. The FAC is the resource used to review suggestions and requests for changes to FIMS. They recommend changes to the Facilities Data Development Committee (FDDC).



A project is underway at LLNL to interface the local FITS database with FIMS to allow upload/download capability of the mutual data elements. This will greatly reduce the data entry workload and increase accuracy. At LLNL, they see a bright future and encourage current and potential users to make this valuable data a part of their resources.

FIMS Upload Capability at LBL



The Lawrence Berkeley National Laboratory (LBL) participated in FIMS beta testing in April-June 1995 and fully implemented FIMS in July 1995. After working with the system for one year, LBL's FIMS Administrator, Tina Loo, believes that FIMS is a "substantial improvement over RPIS2." The FIMS design is a great leap forward in terms of ease of use, and data navigation, manipulation, and reporting. It has greatly simplified these functions as well as increased power and flexibility, particularly in reporting.

The most exciting advance for LBL is the capability to electronically upload data to FIMS. Data from existing databases (i.e. EH&S or leased properties) can be downloaded and electronically uploaded in a prescribed format to FIMS. Electronic upload obviates the need for the site FIMS Administrator to manually transcribe and input updates from paper, thereby decreasing human error and redundant data entry and improving FIMS efficiency and accuracy. Also, because electronic upload makes update easier and faster, updates can occur more frequently, and if automated, frequency could approach real-time. This could significantly improve FIMS accuracy. Therefore, LBL views electronic upload as FIMS single most important advance over RPIS2, predicts it will be indispensable to the site FIMS Administrator and improve the overall quality of FIMS data. The LBL plans to use the FIMS upload capability with as many existing FIMS-related databases as possible over the next year.

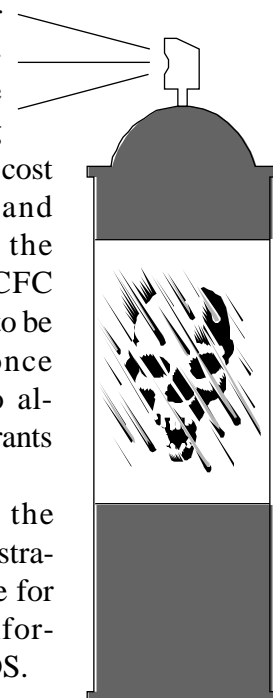
As significant as this development is, FIMS v1.0 should not be considered a destination, but a way station on a path of continuous improvement to keep FIMS responsive to user needs and technologically current. The next logical step in the evolution of FIMS should be to provide for true distributed database technology, i.e., a single database logically distributed over several computers according to local requirements, linked by a network, and appearing as a virtual database to the client. FIMS could be linked to other Oracle databases particularly those in the field and would appear as a single facilities database to the user. The site FIMS Administrator would no longer be the point of data download, collection, and entry for multiple information sources. FIMS data from these information sources (data bases) would be part of FIMS through direct links. The implications for improved accuracy and efficiency are enormous and merit management consideration. A distributed FIMS database should be the vision for the future.

Ozone Depleting Substances

In August 1995, Defense Programs (DP) requested sites to input information into the Facilities Information Management System (FIMS) Ozone Depleting Substances (ODS) table. This table includes several codes that identify the refrigerant type, quantities, and stocks. The names and phone numbers of the site representatives responding to inquiries on Chlorofluorocarbon (CFC) usage are identified in FIMS.

The purpose of including CFC usage information into FIMS is to provide information with respect to quantities of CFC refrigerants which may be exchanged between sites to eliminate unnecessary procurement. Procurement reduction through exchanges of unneeded CFC stockpiles facilitates compliance with Executive Order 12843: "Procurement Requirements and Policies for Federal Agencies for Ozone Depleting Substance," is cost effective, and minimizes the quantity of CFC that will have to be destroyed once conversion to alternate refrigerants is complete.

Contact the FIMS Administrator at your site for additional information on ODS.



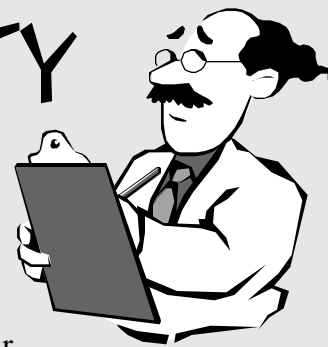
Real Estate Workshop

In July 1995, a Department of Energy (DOE) Real Estate Workshop was held in Charleston, South Carolina. Discussions were lead by Dick Earl, Jim Cayce, Andy Duran, and Gene Gilstrap from DOE Headquarters. Ron Jernigan, DOE Savannah River Operations Office, hosted this workshop. The majority of participants represented DOE realty officers and specialists.

Some of the topics of discussions included an explanation of Life-Cycle Asset Management (LCAM) and its impact; coping with potential loss of assistance from the Corp of Engineers; payment in lieu of taxes; performance measures in the four life-cycle stages: planning, acquisition, management, and disposal; reorganization of FM-20; and the Facilities Information Management System (FIMS). Jim Cayce emphasized the importance of Real Estate's involvement in the planning process (i.e., ultimate disposition of an asset and/or site). Dick Earl discussed the importance of information and ownership of data. Several teams were established to focus on specific issues including certification, guidance, training, and communications.

Contact the Real Estate Officer(s), Real Property Specialist(s), or FIMS Administrator at your site if you have any questions concerning real property issues. The contact at DOE Headquarters is Jim Cayce, FM-20, HQ. His telephone number is (202) 586-0072.

SEISMIC SAFETY



The use of FIMS data saves DOE time and money in responding to the Executive Order (EO) on Seismic Safety of Existing Federally Owned or Leased Buildings. Jim Hill, DOE's Seismic Safety Coordinator, briefed the FIMS Advisory Committee at their recent workshop on November 28-30, 1995. He informed members that HQ is considering incorporating data elements into FIMS for the newly required seismic survey data that is driven by the EO. He noted that HQ offices (EH, DP, and FM) have formed a team to conduct a preliminary "seismic screening" of DOE buildings using the FIMS database. As a result, DOE was successful in developing a cost-effective strategy for the screening and evaluation needed to estimate the costs of fixing buildings found vulnerable to earthquakes.

This information was shared with the Interagency Committee for Seismic Safety in Construction (the group responsible for developing the EO and related guidance) and resulted in reducing the number of data fields required for implementing the EO from 30 data elements to two data elements for 12,000 of DOE's 15,000 buildings and three other elements for the remaining buildings. Also, DOE needs to report only the existing data in FIMS for leased buildings. This was welcomed by the FAC members. Hill described how DOE and sites have already mitigated the threat of earthquakes at many sites in California and elsewhere and most nuclear facilities.

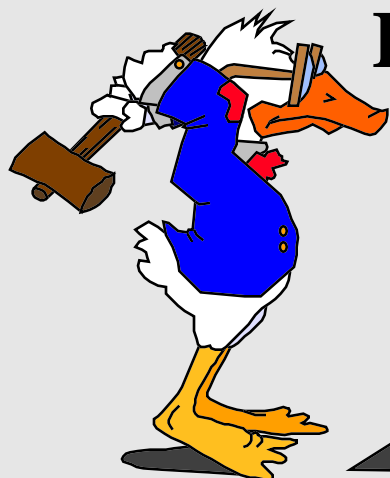
The FIMS administrators will be joining with plant and real estate managers and site engineers to use DOE developed cost effective evaluation procedures and techniques to determine the risks of existing DOE buildings. The major effort will be to assure that the buildings have capabilities to protect workers from serious injury or death from building collapse.

The program to screen DOE's buildings began in January 1996 and several sites have already completed this step. For more information, contact Van Jones at (202) 586-4050 or your FIMS administrator.

Congratulations and best wishes to Jim Hill, who recently retired from DOE. Many thanks extended from the FIMS FOCUS Team to Jim for submitting this article on Seismic Safety!



Jim Hill, EH, DOE-HQ
Seismic Safety
Coordinator



RIP RPIS

FIMS is a major improvement over RPIS!

In July 1995, the Department of Energy (DOE) Real Property Inventory System (RPIS) was officially replaced by the Facilities Information Management System (FIMS). The FIMS, a user-friendly system, provides the Department with various facilities information on our physical assets. The new corporate database is built on the successes from RPIS, the teamwork of all users, outstanding technical support, and effective management and administration of the system. Farewell RPIS! Welcome FIMS! See Page 7 for an updated FIMS Field and Site System diagram.

On Reflection ON REJECTION

"Add/Update is the best feature," declares Patricia Gunn, of the FermiLab. Patricia says the site is very customer oriented and looks forward to using the FIMS marketing video and brochure to expand their customer base.

Larry Ware, RUST-Geotech (Grand Junction), believes their installation was successful because they had all of the correct software, accessed FIMS through the Internet, and received top notch computer technical support at their site. Larry uses standard reports and hopes to receive more Microsoft Access training to feel confident when creating custom reports.

"Our customer-base is growing as they learn about our new corporate database--FIMS."

Paula Peterson, INEL, uses the query feature to speed the response time. She creates a query that retrieves records from a certain asset type. Since she has 1650 assets in an area, Paula reports that it takes her too much time to retrieve a single record by using the browse feature.

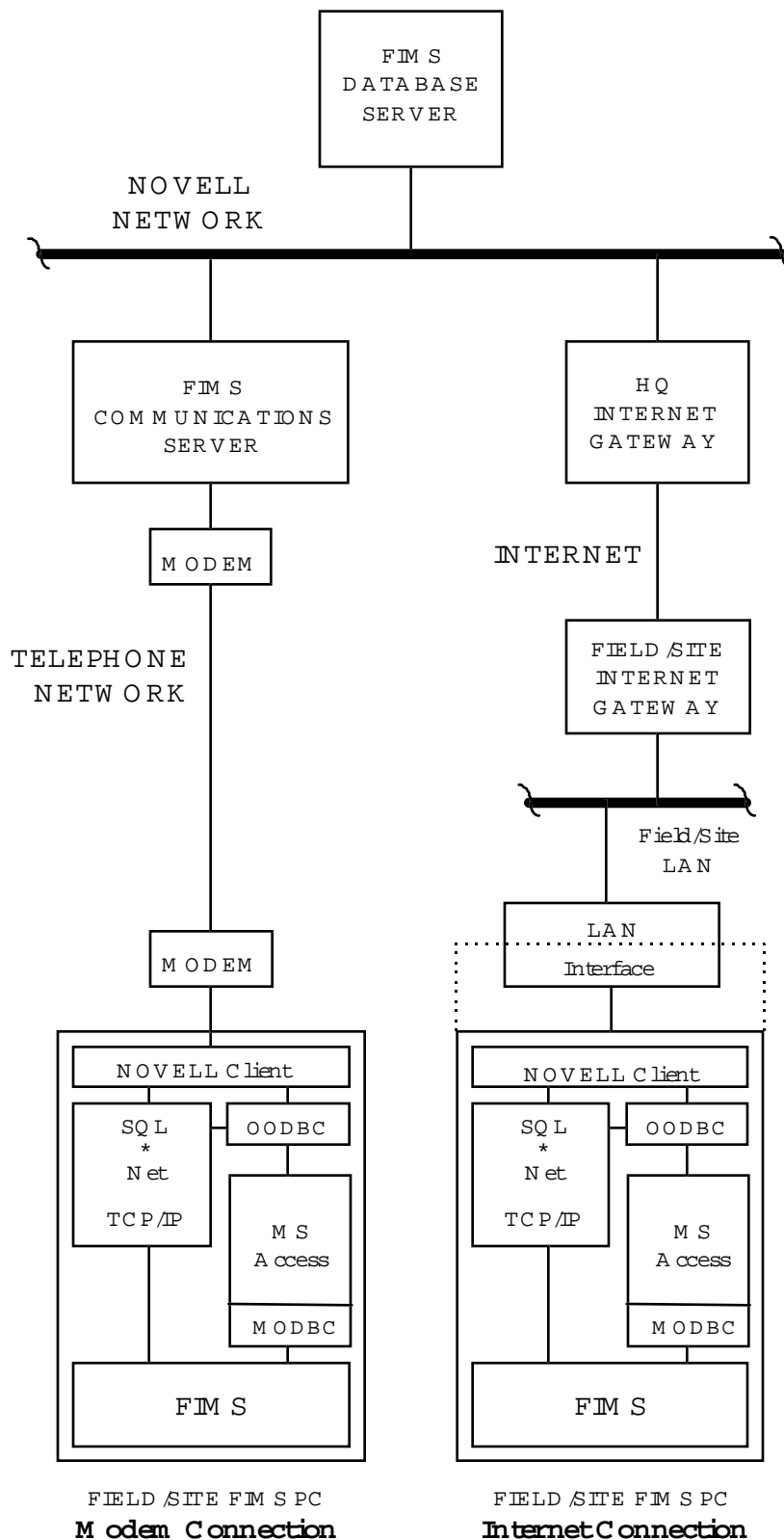
Lessons Learned by FIMS Users



Donna Post, DOE Albuquerque Operations Office (AL), says "Our customer-base is growing as they learn about the new corporate database—FIMS. During the past few months, we have created custom reports using Microsoft Access for both the Inspector General and General Accounting Offices. We look forward to providing our customers with the FIMS video and brochure in the near future."

"As soon as we had all of the correct software and accessed FIMS through the Internet, all systems were GO," says Jerry Hoffer of Enterprises Advisory Services, Inc. (EASI), DOE-AL.

FIMS Field and Site System Diagram



FIMS Database Server:

HP 9000
HP-UX UNIX
Novell Server
SQL *Net
Oracle V7.0

Recommended Field/Site Hardware:

PC -486,100% IBM Compatible
66M Hz or higher
16 M B Ram
200M B Free Hard Drive Space
VGA /SVGA Color Monitor

Modem -14400 bps V.32/V.42bis
(Used only for modem connection)

Software:

DOS -Microsoft DOS v5.0 or higher
Microsoft Windows v3.1

FIMS -FIMS Graphical User Interface
includes the ODBC Drivers:

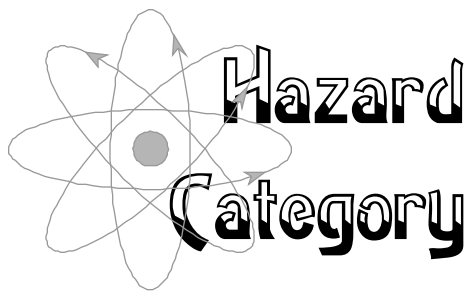
ODBC -Oracle ODBC Driver v7.0

MODBC -Microsoft ODBC Desktop
Database Driver v2.0

MS Access -Microsoft Access v2.0

SQL *Net TCP/IP -Oracle SQL *Net
TCP/IP Adapter v2.0 for Windows

Novell Client -Novell LAN Workplace
v4.2 [TCP/IP Protocol Stack]



As the sponsor of the hazard code data element in FIMS, Energy Research (ER) changed this field to hazard category. This includes a pick list defining the following:

- 1 - Nuclear Facilities Category 1
- 2 - Nuclear Facilities Category 2
- 3 - Nuclear Facilities Category 3
- 4 - Radiological Facility
- 5 - Chemical Hazard Facility
- 6 - Nuclear Facilities Category 1 and Chemical Hazard Facility
- 7 - Nuclear Facilities Category 2 and Chemical Hazard Facility
- 8 - Nuclear Facilities Category 3 and Chemical Hazard Facility
- 9 - Radiological Facility and Chemical Hazard Facility
- 10 - Not Applicable

For classification of a facility into categories 1 through 4, ER recommends that DOE Standard 1027-92, "Hazard Categorization and Accident Analysis Techniques for Compliance with DOE Order 5480.23, Nuclear Safety Analysis Reports" be used. A facility would be classified as a "Chemical Hazard Facility" if it exceeded the quantity threshold for chemicals covered under OSHA's Chemical Process Safety regulation, 29 CFR 1910.119. Categories 6 through 9 are combinations of the first five categories. "Not Applicable" would be all facilities not falling into the previously identified categories above.



FIMS Profiles



Mark Gordy and Gayle Smith, CSC
FIMS System Administrators, DOE-HQ

Mark Gordy and Gayle Smith are employed by Computer Sciences Corporation (CSC) in Gaithersburg, Maryland. They provide technical system support for Van Jones, FIMS System Administrator, DOE-Headquarters (HQ). Mark and Gayle began supporting the FIMS predecessor, Real Property Inventory System (RPIS), in October 1989. Gayle briefly left the project in November 1993 to support another HQ organization. Fortunately, Gayle returned in December 1994 to work on FIMS. Prior to supporting RPIS2 in 1989, both worked together to implement and support the first HQ-wide action and correspondence tracking system in Germantown and Forrestal. This was the first production Oracle application for DOE. Mark has been a support contractor for DOE since 1983, and Gayle has been a support contractor for DOE since 1984.

As an aid to us all in the FIMS user community, Gayle and Mark provide a multitude of tasks on a daily basis. These tasks include but are not limited to application support, software installation and configuration, User and Field Office System Administrator training, system documentation, file server administration, and FIMS HQ administration. Both are active members of the FIMS Advisory Committee (FAC).

Gayle and Mark are receptive to all inquiries regarding FIMS. Contact them at (301) 903-0837 or (301) 903-0836 respectively, or at Gayle.Smith@hq.doe.gov and Mark.Gordy@hq.doe.gov through electronic mail.

The new Hazard Category codes were placed in production on March 1, 1996. This proposed change was initiated while searching for existing guidance and definitions of the current hazard codes in FIMS. No value is added for the sites to continue

classifying facilities with the existing 35 possible hazards such as Fire-Building, Natural Cause-Earthquake, or Physical Stress-Noise.

Questions may be directed to Jim Hawkins, ER-02 at (202) 586-5662 or Van Jones, FM-20 at (202) 586-4050.

Welcome Van!

DOE has appointed Mr. Van T. Jones to take over Gene Gilstrap's responsibilities as the FIMS Administrator. Van has worked as Program Analyst at DOE for more than 15 years in the project management environment. In December 1979, Van began work in the Office of Project and Facilities Management, a predecessor organization to the Office of Field Management. His background includes preparation of such project documents as the mission needs statements, project plans and charters. He has served as both team leader and Review Director in conducting reviews of contractor management systems.

Van is also a licensed real estate broker in the private sector with more than 18 years of experience in

residential sales. We feel Van's experience in the project management and private sector real estate environment will be a great asset for working on FIMS.

Gene Gilstrap retired from DOE on February 1, 1996. He received a distinguished service award for having completed more than 30 years of dedicated service. Gene's friends and coworkers held a retirement luncheon for him on January 30 at the Commons Restaurant in the Smithsonian Castle. Approximately 67 of Gene's friends and coworkers attended the luncheon. At the luncheon Gene was presented with a beautiful plaque from the FIMS group, for which he will be eternally grateful. They gave him a grand send off!



Van T. Jones

Training

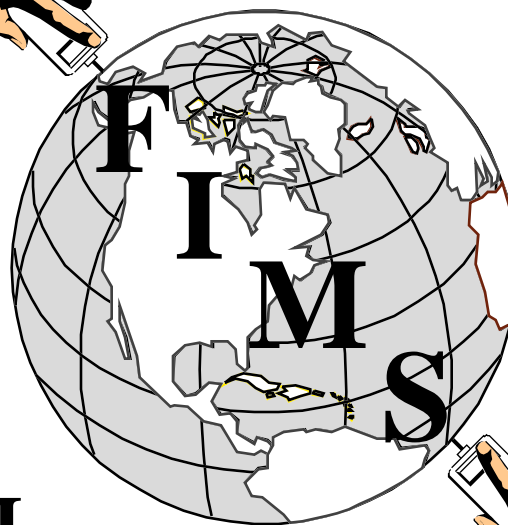
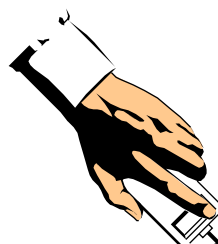
The Office of Infrastructure Support Services in the Office of the Associate Deputy Secretary for Field Management sponsored user training for FIMS during the week of January 29, 1996 in Las Vegas, Nevada. The training was conducted by Mark Gordy and Gayle Smith, Computer Sciences Corporation. The training class consisted of lecture/demonstration as well as hands-on exercises. Individuals who will be responsible for operating and/or managing FIMS attended user training.

The two-day user training sessions introduces participants to the capabilities of FIMS, advantages of a Windows-based environment, efficiently input data, perform ad-hoc queries, and generate standard reports. Additionally, participants are introduced to developing custom reporting using techniques available through Microsoft Access.

The next training class may be held in the June/July timeframe at Headquarters. If you are interested in attending, contact Gayle Smith at (301) 903-0837 or your Field Office System Administrator. The specific dates for this class will be published later in the Spring.

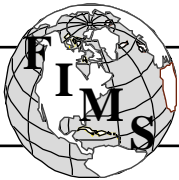
FIMS Focus Team

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FYI

This is the second issue of the FIMS FOCUS newsletter. The FIMS Focus Team is committed to providing you with informative, interesting, valuable, and technical news. If you have any questions, comments, suggestions, please feel free to contact a member of the team.



FIMS is online at a PC near you!

FM-20

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WASHINGTON, D.C. 20585**

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